



*Integrated Financial Management Program*

*Core Financial*

*Course Name: IPAC Processing*

*XRC End-User Data Packet*



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# TOPIC 1: Create, Update, and Validate Vendor Master Files

## ACTIVITY 1: Enter and Process IPAC Transactions and Clear Log

### PART 1

#### Enter Invoice

SAP to IPAC – NASA Center Initiates Payment to Vendor –As the AP IPAC Processor, take the necessary steps to enter an IPAC invoice into SAP, marking the invoice as an IPAC related invoice in doc type.

FIELD	DATA
Transaction Code	MIR7
<b>Basic Data tab</b>	
Invoice Date	6/28/2002
Posting Date	Current Date
Reference	200
Amount	200
Date of Receipt	FY 2002 Date
<b>PO Reference tab</b>	
Purchase order/scheduling agreement	See IPAC XRC Supplemental Data Sheet
<b>Payment tab</b>	
Payment Method	Z
Payment Method Supplement	22
Payment terms	IPAC
<b>Details tab</b>	
Doc. Type	AP/IPAC Outing

**NOTE:** To complete activity, refer to the Enter & Process IPAC Transactions & Clear Log Before the SAP R/3 session user procedure within the OLQR Tool.

## PART 2

### Enter Credit Invoice/Clear Invoice Document

SAP to IPAC – NASA Center Initiates Adjustment (to previous Vendor Initiated Collections from NASA) – NASA realizes that a vendor erroneously collected money from NASA. As the AP IPAC Processor, create an IPAC Credit Memo to adjust the transfer of funds from the Vendor back to NASA and create a payment proposal.

FIELD	DATA
Transaction Code	MIR7
<b>Basic Data tab</b>	
Invoice Date	Current Date
Posting Date	Current Date
Amount	500
Purchase Order/Scheduling Agreement	<i>See IPAC XRC Supplemental Data Sheet</i>
<b>Payment tab</b>	
Payment Method	J
Payment Method Supplement	22
Payment Terms	IPAC
<b>Details tab</b>	
Doc. Type	IPAC Credit Memo
Date of Receipt	Current Date
Run date	Current Date
Identification	<i>See IPAC XRC Supplemental Data Sheet</i>
<b>Parameter tab</b>	
Company Code	NASA
Payment Methods	J, K, Z
Next P/Date	Date one month in future
Vendor	<i>See IPAC XRC Supplemental Data Sheet</i>
<b>Free Selection tab</b>	
Values*	ZC
<b>Additional Log tab</b>	
Accounts Required Vendors	<i>See IPAC XRC Supplemental Data Sheet</i>
<b>Printout/Data Medium tab</b>	
Variant	GRC_CCD+

**NOTE:** To complete activity, refer to the Enter & Process IPAC Transactions & Clear Log Before the SAP R/3 session user procedure within the OLQR Tool.

